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WEARE BOARD OF SELECTMEN
MEETING MINUTES
October 13, 2008

PRESENT: TOM CLOW, CHAIRMAN; WENDY CLARK, VICE CHAIRMAN; HELEEN KURK, SELECTMAN; RICHARD W. BUTT, SELECTMAN

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Jane Snyder

7:00 p.m. Chairman Clow called the meeting to order.

DEPUTY TREASURER – Ms. Janet Snyder told the Board that the current cash balance at the end of September was \$1,285,582.51 in September 2006 \$2,969,285.00 was available. She went back to review what caused such a difference but everything she found was just about the same. It was mentioned that the Capital Reserve Funds last year were more. Ms. Snyder asked if the Abijah Bridge Project could be causing the shortfall; she knows they will be getting money back from the state but it can't be billed out until they actually spend the money. Mr. Fred Ventresco said they will be billing the state for 80% but the salaries and other expenses are being paid out of the general fund and will be reimbursed. Selectman Butt said he looked through and there were no transfers to capital reserves. Ms. Snyder said \$700,000 was transferred to trust funds last year and \$253,000 just got transferred within the last week. This week's Manifest is not included in the total.

Ms. Snyder asked the Board when tax rate will be set and when they would be sending out tax bills. Chairman Clow mentioned Mrs. Tina Connor said it would be a couple of week; therefore tax bills won't come due until mid December. Ms. Snyder said there are at least 4 more payments to John Stark before mid December and also payments to the Weare School System. She thinks they should look for \$2.5 million for a TAN but only draw on it if needed. Ms. Snyder said they currently only have a cash flow balance of \$1.2 million and she feels they need to plan for the possible need for a TAN. Chairman Clow said last year they got the tax bills out a little quicker than they did the year before. Ms. Snyder said she certainly won't draw on it if it is not necessary but wants to have it in place. Ms. Snyder said what she does is prepare the synopsis on the cash flow and gives the banks the summary of the town and she has all bids go through Mrs. Tina Connor. It was discussed that the 2006 audit is complete and the 2007 audit will be started soon. Selectman Kurk asked about the difficulty in getting a good rate. Ms. Snyder thinks the rates are in the 3%; only borrowing for a short period of time.

Chairman Clow moved, Selectman Kurk seconded to authorize the Deputy Treasurer to start the process of seeking proposals for a TAN (Tax Anticipated Note) as soon as possible for up to \$2.5 million, knowing that it will be used only if absolutely necessary. Passed 4-0-0

Selectman Butt asked what the cash balance was in May of this year. Ms. Snyder said \$1.1 million; which would be the lowest this year for a balance. Ms. Snyder said she hopes that the tax bills got out by Nov 15th because the big mortgage companies usually submit within 2 weeks. Ms. Snyder said in looking back there was a block grant payment for the highway in shared revenues last December. Ms. Snyder said basically it is the tax

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collection, license and permit fees for revenue. Selectman Kurk mentioned that for a while the Board was receiving monthly statements. Ms. Snyder said she has the September statement to give them.

Selectman Butt said he would like to see consistency and there was a time when they were determining what the minimum balance was every month. Ms. Snyder said that is very difficult to do because of different expenditures; snow months, highway does sporadic projects and it is hard to determine. Ms. Snyder said she is a little nervous and they don't know when they will have the tax bills out and they need to meet their obligations to the schools and county. Chairman Clow said the payments and salaries for the bridge project is going to come out of the same checkbook balance and will then be reimbursed; last year they received reimbursements in December.

MANIFESTS

Chairman Clow moved, Vice Chairman Clark seconded, to authorize the Board of Selectmen to sign Manifest and order the Deputy Treasurer to sign checks dated October 16, 2008. Passed 4-0-0

Accounts payable	\$279,336.76	(John Stark \$250,000)
Gross Payrolls	<u>\$44,885.82</u>	(includes Spec Detail, Credit Union, Taxes)
Total	\$324,222.58	

ECONOMIC DEVELOPMENT APPOINTMENTS - Selectman Butt wants to make sure the Board is in full agreement with how he feels about boards and committees; he feels the BOS has oversight responsibilities to these boards and committees to ensure the committee is moving in the direction that follows what the intent of that committee is. He knows they are volunteers but they do have budgets to follow and do request funds to spend. Chairman Clow said it depends whether it is a board or a commission and feels they don't have authority over the Planning and Zoning Boards. Selectman Butt said overseeing doesn't necessarily mean to change what the committee is chartered for. Selectman Butt feels they should be reviewing the minutes from other committees. Selectman Kurk said she doesn't always read all the minutes from other committees; she does periodically go online and review some minutes. She remembers that the BOS has requested to receive copies of these minutes. Selectman Butt said the minutes are generally available online and they should not need to have them directly emailed to the BOS to read them. Selectman Butt said it appears that members sitting on the committees have not all been appointed by the BOS. He remembers LGC mentioning extending the length of time someone sits on a committee, in the case of the Economic Development Committee terms expired in April and there have been 3 meetings since then and a member expired at the end of August. He said it was not a major issue, but asked who sets the standard.

Chairman Clow said they had the reappointment of Board members to committees and it seemed that the thought of the majority of the Board back in April was do we really need BOS members on these committees. Chairman Clow said Selectman Butt was one that questioned whether they need the BOS on these committees. Selectman Butt said he is looking at the level of responsibility and the standard that the BOS should set. His issue is people sitting on these committees that the BOS did not appoint. Selectman Butt feels that this is a problem. Chairman Clow said this can be taken care of by making appointments in April. Chairman Clow said they should be making the appointments in the beginning of April but if the other committee has a meeting before that time the meeting should not be cancelled. Selectman Butt said there was a legitimate concern about how many boards a BOS member should sit on. Selectman Kurk said generally if a board does not get a new appointment the member stays on the board until a new member is appointed. What authorizes a person that has not been appointed by the BOS to sit on a committee; Selectman Butt asked and mentioned LGC appointment recommendations. Selectman Butt feels if they have members sitting on committees that have not been appointed or reappointed by the BOS then they have a problem. Selectman Butt said they discussed recently reviewing who wants to sit on a committee and having a process, which he thought they agreed to do; he feels that this process should apply for new and reappointed members.

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Selectman Butt discussed the sign ordinance that was created and said it was created through the wrong committee. Selectman Butt feels the Economic Development Committee should be working on creating assistance for businesses. Selectman Kurk said if you look at the master plan it specifically discusses the sign ordinance. Selectman Butt said Selectman Kurk personally directed the Economic Development Committee to handle the sign ordinance and she is a member and it is in their minutes. Chairman Clow said the sign ordinance evolution took place within the Planning Board as well as Economic Development. Chairman Clow said a meeting took place at the Town Hall and then after that he believes the Planning Board began to take up the issue and then a year later the Economic Development Committee came up with a proposal and then worked on that, but it turned out it was coming from the Planning Board with the draft coming from the Economic Development and leg work being done by the Economic Development as well. Chairman Clow said the Chairman of the Economic Development came before the Planning Board with a draft. Selectman Butt said in July 2006 the Economic Development Committee was asked to work on the sign ordinance, during 2007 the Economic Development Committee worked on the sign ordinance. Selectman Butt said at the time the members of the business community didn't feel the Economic Development Committee should have been working on this. Selectman Butt said the site plan reviews and sign ordinance responsibility should have been on the Planning Board.

The Economic Development Committee should be helping new businesses come to town and offering assistance. Recently a business in town was thinking about moving to a new location and the Economic Development Committee gave a list to the Planning Board of the things they needed to look out for during the Planning Board review of the proposed site plan. Chairman Clow asked if the Economic Development Committee was telling that business what they needed to go to the Planning Board. Selectman Butt said no, there was no communication; the Economic Development Committee went to the Planning Board to get the information. Selectman Butt does not feel they should be doing that, they should be looking at new ways to bring business to the Town of Weare. He does not really see anything that is manifesting itself into getting this done. Selectman Butt said a number of years ago the Economic Development Committee did a survey and asked businesses what they wanted; it discussed they wanted to improved the town center.

Selectman Butt said in 2000 the Economic Development Committee requested \$250 for town center, \$250 for the website to create a virtual tour of town, wanted directional signs to point out the town offices, \$500 for business survey, \$500 for business hotline, \$500 for seminars for existing business, \$500 for networking and \$500 feasibility study. He is hard pressed to see anything close to that over the last 4-5 years. Selectman Butt said those requests were in the operating budget; the operating budget failed and they didn't get it. He really has had a problem with Economic Development Committee ever since they started with the sign ordinance. He is against making appointments to this committee. Selectman Butt said new businesses have come to town and haven't even received a letter or anything from the Economic Development Committee. Selectman Butt said the original mission statement was to develop strategies to attract business while retaining the rural character of the town and to serve as a resource for new and existing business. Selectman Butt said the Economic Development Committee should be advocates to promote and help business.

Chairman Clow asked if this is all coming from a new document or mission statement. Selectman Butt said it's from within the last few years and in summary it was created to help promote new business in town. His concern is that the committee is moving in a direction different from why it was created. When you are on other committees there is a tendency to overlap agendas from other committees. He sees statements being made by the Economic Development Committee that are being made on other committees.

Selectman Butt said he wanted to express his concerns of the committee moving in a different direction, feels they should invite the Economic Development Committee in to discuss what it is they are doing. He thinks the Board needs to decide if the committee is moving in a direction that benefits the community; should they be actively soliciting new business. Selectman Kurk said they interconnect to support needs of other committees

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and she sees that as a benefit to share information. She said businesses such as super markets and hospitals have been called in the past to see if they could encourage them to come to Weare and had no success. Selectman Kurk said she has gone to new businesses in town and welcomed them to the town and to say that the committee has not done anything to get new business is not totally accurate. Selectman Butt said he looked at the minutes and it said members visited super market locations and said you have to go to corporate locations not the store itself to see what corporate is looking for. Selectman Butt said based on surveys taken within town people would like to see businesses, especially a pharmacy and supermarket. Chairman Clow said he agrees there should be stress between committees with one being the promoter of economy and one being the protector of the town and out of that stress there should be a balance where the two can work together.

Selectman Butt said they should talk with members of the Economic Development Committee to hear directly from them what the benefits are from the committee. Selectman Butt said he is positive that there is a negativity that the business people have regarding town government. Selectman Butt discussed the process that Dunkin Donuts had to go through to come in the Town of Weare. Selectman Butt said in the March 21, 2007 minutes of the Economic Development Committee a developer was quoted as saying the welcome mat was not out in the Town of Weare and referred to Dunkin Donuts. Vice Chairman Clark mentioned that the car wash had a hard time as well. Chairman Clow said he feels that it went through very quickly. Chairman Clow said there were issues with the development of the car wash and there were things that could have been addressed more carefully if time was taken and not rushed. Chairman Clow said structures need to match the rural feeling of the town and a business should look like it belongs there. Selectman Butt said the Economic Development Committee should just be advocates for bringing people into the community and not be enforcers. His solution would be to contact the business world in town to see if they would like to become members of the committee. Selectman Kurk said they contacted the Chamber of Commerce again this year and sent them minutes and they didn't want to come aboard. Selectman Kurk said it isn't to the extreme that Selectman Butt's professional opinion suggests; perhaps they are trying to go out of the box with the scenic byway. Selectman Kurk said with Art Siciliano right now the goal is to get the map plot to see what land is commercial and residential and see what they have available and see if they need to rezone so there is more place to create business. She thinks the mapping could serve the community well. Selectman Butt said he does not disagree it is just that there is nothing forcing things to happen.

Selectman Butt feels they really need to research getting a pharmacy in town. Chairman Clow said the big problem is that so many people do work else where and from the morning commuter rush and the evening rush there are not many people in town. There is a difference between the business during the week and the business need during the weekend. Selectman Butt feels a pharmacy provides a service to the people in town and contributes a lot to the town. Selectman Butt said in Henniker they list all businesses on their town website. As a minimum he would like to hear from the Economic Development Committee. Selectman Butt wants to put effort into getting a pharmacy in town; wants to know what they looked at. Chairman Clow wonders if Selectman Butt is asking too much of a group of volunteers to do the legwork of contacting businesses; which really is a full time position. He knows something could be done, but what Selectman Butt is proposing is a huge task. Selectman Butt said you asked for a solution, this is his solution, not the only solution, but his solution. They need to decide which direction to push the Economic Development Committee. Selectman Butt feels the businesses in town need to be identified and their support to the town acknowledged. Selectman Kurk said if a pharmacy thought it could survive here don't you think they would approach the town. Selectman Butt hopes the people in town would support local businesses.

Selectman Butt mentioned contacting hospitals to see if their medical offices, like those in New Boston, have an interest in coming to Weare. Selectman Kurk said they did contact Elliot Hospital about coming to town. Selectman Butt said there is nothing in the minutes. Selectman Butt said he is not asking the Economic

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Development Committee to spend hundreds of hours on soliciting business; he would like to see them approach current businesses and listen to their concerns.

Selectman Butt said for several months volunteers knew they needed to be appointed to this committee. Chairman Clow said they had volunteer forms for the Economic Development Committee in front of them several weeks ago and were asked to wait on the appointments. Vice Chairman Clark commented that to her the Economic Development Committee's job is developing the economy and helping businesses prosper. Selectman Kurk said they also need to review the master plan. Vice Chairman Clark mentioned the charter stating that the committee should be made up of 1 member of the Chamber of Commerce, BOS, 2 members of the public and business owners. She said her concern is that the Economic Development Committee will have people involved with the Conservation Commission and Weare Center Advisory and it will appear that they are trying to halt development, whether that's the case or not. Vice Chairman Clark thinks too many volunteers sit on multiple committees which is also due to the lack of volunteers. Vice Chairman Clark said now is the time to get businesses to purchase land for future development and feels the town should be reaching out to the banks to help co-sponsor seminars offered for small business.

Selectman Butt said they are trying to have an objective discussion on the vision of the Economic Development Committee and he doesn't want anyone to take it personally, but he does not see the effort because there is nothing in their minutes. Selectman Butt wants to see their goals for the future, wants to know why they think they need to take site walks of a location and what are their plans for developing better relations with the current businesses.

Chairman Clow said the Weare Center Advisory Committee was not anti business. They encouraged small businesses and proposed eliminating the need for on site parking if public parking was near by. Another proposal made with the Planning Board was an elderly housing overlay to bring more people to the center of town encouraging the need for business in the center of Weare while protecting the center of the town. Selectman Butt said the missing piece is linkage to the Economic Development Committee; he understands there is a need to share information but the danger is that another committee could be driving the actions of the committee.

Selectman Butt said this is not effecting the operation of the Economic Development Committee as far as needing the appointments asap. Chairman Clow said they get bogged down with so many issues that they never get to the planning stages necessary. Vice Chairman Clark said they all sit on other committees and they should bring back concerns to the Board of Selectman. Selectman Kurk needs clarification as to whether the committee that is sitting is still sitting. Selectman Butt asked if the committee has stopped. Selectman Kurk said she is saying a committee is sitting until new appointments are made. Chairman Clow said the committee should remain as is until they act upon it.

Mr. Ventresco said he is working on a comprehension committee policy. Mr. Ventresco said he spoke with LGC and there are no rules for town committees, it is up to the town to create charters. Selectman Butt said it needs to be consistent and written down. Selectman Butt is not saying the Economic Development Committee cannot meet, but he is pointing out that they are not appointed.

This discussion will be continued on an agenda in the near future.

Mr. Ventresco mentioned an easement for an antenna for the Fire Department. Mr. Ventresco said the town attorney drafted the easement and it has been going back and forth. It was mentioned there will be towers on Tiffany Hill Road, Clough Park Road and at Chase Park. Selectman Butt wants to know what is preventing them from getting done. Mr. Ventresco said it is private land and they want to lease the land from private landowners at no cost to the town. Mr. Tiffany is not giving an easement but giving a 10 year lease to the town.

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Selectman Butt said when this came to the CIP he didn't hear anything about the towers going on non town owned land.

Chairman Clow moved, Selectman Butt seconded to accept the license agreement with William Tiffany of 197 Tiffany Hill Road for the location of a community tower, 10 ft square on his property as outlined in the agreement. Passed 3-0-1

Chairman Clow moved, Selectman Kurk seconded to enter into non public session @ 9:00 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Selectman Kurk – yes; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Selectman Butt seconded to come out of non public session @ 9:12 p.m. A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Selectman Kurk – yes; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Vice Chairman Clark seconded to seal and restrict the minutes of the non public session. Passed 4-0-0

Chairman Clow moved, Selectman Kurk seconded to enter into non public session @ 9:13 p.m. pursuant to the authority granted in RSA 91-A:3II (e). A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Selectman Kurk – yes; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Vice Chairman Clark seconded to come out of non public session @ 9:22 p.m. A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Selectman Kurk – yes; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Selectman Kurk seconded to seal and restrict the minutes of the non public session. Passed 4-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary